

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SITE TECHNICIAN AND RANGER SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>
SITE TECHNICIAN I	41131
SITE TECHNICIAN II	41132
RANGER	37725
SENIOR RANGER	40090

Effective: 07-01-2004

SERIES DISCUSSION:

The Site Technician and Ranger series encompass non-supervisory positions in the Department of Natural Resources and the Historic Preservation Agency principally engaged in non-skilled, semiskilled and paraprofessional work associated with the outdoor recreational and natural programs, operation and maintenance of sites managed by the Historic Preservation Agency or the Department of Natural Resources. Site Technicians and Rangers characteristically assist in the public use programs offered at the site. However, excluded from the Site Technician and Ranger series are functional supervisory positions in Historic Preservation and Natural Resources principally engaged in duties associated with historical/cultural program activities; these positions are more appropriately allocated to the Historic Site Lead classes. Also excluded are professional positions responsible for coordinating site natural/outdoor recreational interpretive programs; these non-supervisory positions are more appropriately allocated to the Site Interpretive Program Coordinator class. Specifically excluded from the Site Technician series are sub-professional positions principally engaged in historic interpretive work, positions principally engaged in site security activities, positions at Natural Resources propagation facilities and sanctuaries, and those positions principally engaged in operating heavy construction/maintenance equipment where services are provided statewide. Such positions are encompassed by other existing classes.

As used in this specification, the term semiskilled work is used to describe a range and combination of duties which may include tasks customarily associated with the building trades but also encompass duties which are not characteristic of the trade and/or are below the skilled journey level. For example, Site Technicians may portray practitioners of historic skilled trades/crafts where duties performed are part of the site interpretive program; such activities incorporate interpretive or site maintenance duties not requiring the journey level knowledges, skills and abilities of a modern day skilled trade. The term functional supervisor is used to describe positions vested with the ongoing responsibility for assigning, reviewing and controlling the work of staff. Subordinate workers are not restricted to employees of the agency, but also include other individuals working in defined positions such as

SERIES DISCUSSION (Continued):

volunteers, court directed public service participants, workfare, work release, and participants in such programs as Green Thumb and the Job Training Partnership Act.

The Site Technician I performs a variety of unskilled and routine site tasks; activities are supportive in nature and associated with site maintenance. Positions which occasionally serve in a leadership capacity to site workers, but are not vested with continuous and ongoing responsibility to direct and coordinate site worker activities are encompassed by the Site Technician I class. Also included in this class are positions operating such equipment as farming machinery of less than 80 h.p.; tractors without backhoe, tree spade, or end loader attachments (hydraulic equipment and machinery requiring continuous adjustments during operation); and pick-up or flatbed trucks or similar vehicles not requiring class C or D driver's licenses to operate. The Site Technician I class does not exclude the occasional performance of semiskilled tasks or activities otherwise characteristic of the Site Technician II. However, allocation of a position to the Site Technician II is predicated on either a) regular, ongoing functional lead worker responsibility exercised in directing the activities of a small or moderate number of Site Technician I, similar, or lower level workers; or b) a substantial portion of work time being allocated to one or a combination of those higher level waste/water treatment, heavy equipment, or other semiskilled duties which distinguish the Site Technician II class from the Site Technician I.

Positions in the Ranger series are differentiated by the size and level of the subordinate staff organization. The Ranger class is reserved for functional supervisors of site workers where subordinate staffing includes one or more Site Technician II positions or where ongoing functional supervisory responsibility is regularly exercised over a large number of Site Technician I and/or similar or lower level workers engaged in routine site maintenance and operational activities. In contrast, the Senior Ranger functions as a designated lead worker to Ranger positions.

SITE TECHNICIAN I

Position Code: 41131

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, performs a variety of unskilled manual labor and routine tasks associated with the operation and maintenance of outdoor recreational, natural and historic programs offered at Natural Resources or Historic Preservation sites.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Rakes leaves, mows grass and cuts brush and trees using such equipment as hand mowers, bush hogs, and chain saws; operates trucks and tractors for the collection of trash, and the maintenance and improvement of grounds, trails, waterways, spillways, beaches, marinas, wildlife habitats, and canals; plants trees, shrubs, flowers, and grass; applies pesticides and herbicides; plows snow and patches roads.
2. Maintains building interiors; sweeps, mops, waxes and polishes floors; cleans and disinfects washrooms and fixtures, dusts and cleans furniture.
3. Performs routine preventive maintenance of vehicles and equipment by changing oil, fluids, and filters, changing spark plugs, washing vehicles, sharpening mower blades, and changing belts.
4. Assists in implementing the safety and security programs at the site; inspects public use areas for hazards such as flooding, fallen trees and erosion; assures buildings and gates are properly locked; informs visitors of rules and regulations; assists in the rescue of injured or stranded site visitors; in the event of emergencies or disturbances, contacts proper authorities.
5. Performs routine tasks related to outdoor recreational programs; sells hunting licenses; registers hunters, tends hunter check station; sells camping permits and firewood; directs traffic; makes daily traffic count; rents boats and collects fees; provides information and assistance to visitors.
6. Provides support to the interpretive programs of the site; cleans and cares for historic artifacts, furniture and exhibits; assists with interpretive duties and related maintenance, restoration and improvements.
7. Repairs and replaces duck blinds; traps and bands waterfowl; releases game for put and take or field trial events; repairs picnic tables; maintains site interpretive signs; marks trails.

SITE TECHNICIAN I (Continued)

DESIRABLE REQUIREMENTS:

8. On an intermittent or seasonal basis, provides leadership and direction to volunteers, Natural Resources/Historic Preservation Workers and other site staff; provides on-the-job training to new employees and volunteers in order to familiarize them with site facilities, programs, and tools and equipment used.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Education and Experience

Requires education and experience equivalent to graduation from high school supplemented by one year's maintenance or farming experience.

Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of specific proficiency tests and training programs.

Knowledges, Skills and Abilities

May require possession of an appropriate valid driver's license.

May require possession of a herbicide or pesticide operator's license.

Requires working knowledge of equipment and tools used for cleaning, maintenance, farming and the trades.

Requires ability to follow simple written and oral instructions.

Requires ability to inform visitors of site facilities, programs, rules and regulations.

Requires ability to withstand exposure to the elements on a year round basis.

SITE TECHNICIAN II

Position Code: 41132

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, regularly carries out semiskilled work in the maintenance and repair of site buildings, furniture, fixtures and equipment and/or regularly operates heavy equipment or water/wastewater treatment facilities associated with site operations; or, as a functional lead worker, on an ongoing basis assigns, reviews and directs the activities of a small or moderate number of lower level site workers engaged in site maintenance and operational activities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs semiskilled work by performing a range of duties associated with various building trades and historic skilled crafts; cuts and places forms for concrete; makes minor repairs to plumbing/heating/air conditioning equipment, reroofs buildings; as a practitioner demonstrating historic skilled crafts serves as Blacksmith or Cooper, constructing replicas of or repairing period items for use at the site; restores, renovates or reconstructs 18th and 19th century buildings, fences, furniture and artifacts; breaks horses or oxen to serve as teams.
2. Operates such heavy equipment as bulldozers, backhoes, tree spades, road graders, farming machinery of 80 h.p. or greater and semi-tractor trailers for site construction projects, wildlife farming programs, road repairs, or hauling and delivering materials and supplies; operates site water and/or wastewater facilities, maintaining plant equipment, cleaning, lubricating, repacking bearings and replacing various parts, collecting and forwarding monthly test samples to appropriate agencies and adjusting chemical dosages; maintains appropriate daily and monthly operational records and reports.
3. Functionally lead works less than six lower level site workers engaged in routine site maintenance and operational activities; regularly assigns, reviews and controls work activities of Site Technician and other site workers; provides guidance, training, and direction to staff for the efficient completion of assigned duties; confers with the supervisor concerning work performance of lower level site employees and provides input to the official performance evaluations of such lower level workers.
4. Assists in implementing the safety and security programs at the site; inspects public use areas for hazards such as flooding, fallen trees and erosion; assures buildings and gates are properly locked; informs visitors of rules and regulations; assists in the rescue of injured or stranded site visitors; in the event of emergencies or disturbances, contacts proper authorities.

SITE TECHNICIAN II (Continued)

5. Performs routine tasks related to the outdoor recreational programs; sells hunting licenses, registers hunters, tends hunter check station; sells camping permits and firewood; directs traffic; makes daily traffic count; rents boats and collects fees; provides information and assistance to visitors.
6. Repairs and replaces duck blinds; traps and bands waterfowl; releases game for put and take or field trial events; repairs picnic tables; maintains site interpretive signs; marks trails.
7. Provides support to the interpretive programs of the site; cleans and cares for historical artifacts, furniture and exhibits; assists with interpretive duties and related maintenance, restoration and improvements.
8. Mows grass, trims shrubs and trees, hauls trash, plows snow, patches roads; applies pesticides and herbicides; cleans and polishes floors, disinfects washrooms and fixtures; maintains vehicles and equipment.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires education and experience equivalent to high school graduation and two years maintenance or farming experience preferably associated with the building trades and/or the operation of heavy equipment and machinery.

Knowledges, Skills and Abilities

May require possession of an appropriate valid driver's license.

May require possession of a herbicide or pesticide applicator's/operator's license.

May require possession of an appropriate water and/or wastewater treatment operator's certificate.

Requires working knowledge of tools and equipment used in the trades and/or the operation of heavy equipment or farm machinery and implements and/or warehousing.

Requires ability to follow written and oral instructions.

Requires ability to withstand exposure to the elements on a year round basis.

Requires ability to inform visitors of site facilities, programs, rules and regulations.

May require ability to read diagrams and blueprints.

RANGER

Position Code: 41080

DISTINGUISHING FEATURES OF WORK:

Under general supervision, serves as a designated functional supervisor, on an ongoing basis, to subordinate Site Technician II(s) or to a large number of Site Technician I, equivalent or lower level site workers; coordinates the care, maintenance and improvement of site grounds and structures and outdoor recreational and natural programs offered by the Department of Natural Resources or the Historic Preservation Agency.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a lead worker to site staff composed of six or more Site Technician I and lower level site workers or as a lead worker to site staff including Site Technician II employee(s), functionally supervises subordinate workers engaged in site maintenance activities, outdoor recreational and natural programs; assigns, reviews and controls work activities; provides guidance, direction, and training to staff for the efficient completion of duties; provides input into performance evaluations of subordinate employees.
2. Oversees and participates in the maintenance of grounds, trails, beaches, canals and waterways, interior and exterior cleaning of buildings; the repair and maintenance of picnic tables, signs, and interpretive exhibits; the maintenance and repair of plumbing, electrical equipment, air conditioning, and appliances; cleaning, greasing, painting and making minor repairs to machinery and vehicles and water/wastewater treatment operations.
3. Assists in the administration of outdoor recreational programs; collects boat rental fees; sells camping permits, hunting and fishing licenses; operates hunter check station; builds and places blinds; assigns hunters to hunting areas; traps and releases game for field trials; plants and cultivates wildlife food plots.
4. Implements the safety and security programs of the site for site property, employees and the visiting public; functionally supervises Site Security Officers; directs traffic, advises site users of rules and regulations; notifies appropriate authorities in the event of emergencies, disturbances, or criminal activities.
5. Prepares reports, schedules and records such as maintenance schedules, vehicle maintenance records, camping attendance records and receipts, personnel attendance reports and the wildlife program reports.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

RANGER (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires education and experience equivalent to an associate's degree with courses in life sciences or parks and recreation supplemented by one year of maintenance or interpretive experience; experience may be substituted for some education, but completion of high school or possession of a G.E.D. certificate is a minimum educational requirement.

Knowledges, Skills and Abilities

May require possession of an appropriate valid driver's license.

May require possession of a herbicide and/or pesticide applicator's/operator's license.

May require possession of an appropriate water and/or wastewater treatment operator's certification.

Requires working knowledge of departmental rules and regulations.

Requires elementary knowledge of outdoor recreational and natural program administration.

Requires ability to prepare and maintain operating records and reports.

Requires ability to work under adverse environmental conditions.

Requires ability to assign tasks and direct and review the work of subordinate staff.

Requires ability to make minor repairs to tools and equipment used in the performance of non-skilled and/or semiskilled maintenance.

Requires ability to provide information, direction, and assistance to sports enthusiasts and the general public.

SENIOR RANGER

Position Code: 41085

DISTINGUISHING FEATURES OF WORK:

On an ongoing basis under general supervision, serves as a designated lead worker functionally supervising, through one or more subordinate Ranger(s), site workers; coordinates and assists in the administration of site maintenance, outdoor recreational and natural program activities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assigns, reviews and controls the work of subordinate Ranger(s); directly and through subordinates, coordinates projects related to the ongoing maintenance, development, and operation of outdoor recreational and natural programs; assesses and prioritizes daily work needs; determines assignments and assigns tools and vehicles; reviews and monitors work to ensure quality control, timeliness and correctness; provides training, guidance and direction to staff; confers with and makes recommendations to the supervisor concerning performance evaluations of subordinate employees.
2. Oversees and participates in the maintenance of grounds, trails, beaches, canals and waterways, interior and exterior cleaning of buildings; the repair and maintenance of picnic tables, signs, and interpretive exhibits; the maintenance and repair of plumbing, electrical equipment, air conditioning and appliances; cleaning, greasing, painting and making minor repairs to machinery, vehicles, and water/wastewater treatment operations.
3. Assists in the administration of outdoor recreational programs; collects boat rental fees; sells camping permits, hunting and fishing licenses; operates hunter check station; builds and places blinds; assigns hunters to hunting areas; traps and releases game for field trials; plants and cultivates wildlife food plots.
1. Implements the safety and security programs of the site for site property, employees and the visiting public; functionally supervises Site Security Officers; directs traffic, advises site users of rules and regulations; notifies appropriate authorities in the event of emergencies, disturbances, or criminal activities.
4. Prepares records and reports; assists in the preparation of site budgetary recommendations, plans of work, quarterly reports, annual federal reimbursement reports, vouchers, vehicle expenditure records, and the development of goals and future projects for the site.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

SENIOR RANGER (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires education and experience equivalent to an associate's degree with coursework in life sciences or parks and recreation supplemented by two years maintenance or interpretive experience; experience may be substituted for some education, but completion of high school or possession of a G.E.D. certificate is a minimum educational requirement.

Knowledges, Skills and Abilities

May require possession of an appropriate valid driver's license.

May require possession of a herbicide and/or pesticide applicator's/operator's license.

May require possession of an appropriate water and/or wastewater treatment operator's certification.

Requires elementary knowledge of outdoor recreational and natural program administration.

Requires ability to prepare and maintain operating records and reports.

Requires a working knowledge of tools and equipment used in the performance of non-skilled and semiskilled maintenance.

Requires working knowledge of departmental rules and regulations pertaining to outdoor recreational and natural programs.

Requires ability to work under adverse environmental conditions.

Requires ability to assign, review and control the work of subordinate staff.

Requires ability to provide information, direction, and assistance to sports enthusiasts and the general public.